REQUIREMENTS FOR ELECTRONIC FILING OF QUARTERLY TAX & WAGE REPORTS

GEORGIA DEPARTMENT OF LABOR

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ONLINE SUBMISSION

Requirements for Electronic Filing of Quarterly Tax & Wage Reports

Employers are required to file their Quarterly Wage and Tax Reports electronically when reporting 25 or more employees. Quarterly Wage and Tax Reports may be submitted electronically via GDOL's website at *dol.georgia.gov*.

The following guidelines describe the Georgia Department of Labor's (GDOL) requirements for electronic submission of your Quarterly Wage and Tax Report. Adhering to these guidelines will ensure timely processing of your reports. Failure to submit electronic tax and wage files in accordance with these guidelines will result in the rejection of your reports and can result in late filing penalties.

If you have questions and/or concerns, contact the GDOL Electronic Filing Unit at (404) 232-3265 or *UITax_ElectronicFileUpload@gdol.ga.gov*.

ONLINE FILING

The Internet Tax and Wage System (ITWS) allows employers to file their *Quarterly Tax and Wage Reports* on the GDOL website at *dol.georgia.gov* by manually entering wage data or uploading a Microsoft Excel or CSV wage file. The Wage File Upload Service only accepts these two file types. The wage records must be in the approved record layout as specified below and saved as either a Microsoft Excel or Comma-separated Values (CSV) file. A template of each file type is available to download upon logging into the Internet Tax and Wage system. **Files will only be accepted in the approved record layout.** Failure to adhere to these specifications will result in the rejection of wage files, and late filing penalties, if the reports are not submitted timely.

Online Wage File Upload Record Layout Specifications

Position/ Column	Field Name	Type/Size	Alignment	Required	Description
1	Social Security Number	N-11	Right Justified	Y	Enter the employee's SSN (Example: 123-45-6789 or 123456789). **This is a numeric field. Dashes are acceptable.**
2	Employee's Full Last Name	A-25	Left Justified	Y	Enter the employee's full last name using **alpha characters only**.
3	Employee's Full First Name	A-20	Left Justified	Y	Enter the employee's full first name using **alpha characters only**.
4	Middle Initial	A-1	Left Justified	N	Enter the employee's middle initial using **alpha characters only**.
5	Wage Amount	N-12	Right Justified		Enter the total reportable gross wages (including tips) minus 125 Cafeteria Plan paid during the reporting period. **This is a numeric field. Commas are acceptable.** Example: 12,345.67. **Do not enter $.**
6	Minor Indicator	A-1	Left Justified		Enter "Y" if the employee is under 18 years old. Enter "N" if the employee is older than 18.

Wage File Example

SSN	Last Name	First Name	MI	Wage Amount	Under 18
123456789	LLLLLLLLLLLLLLLLLLL	FFFFFFFFFFFFFFF	I	9,999.99	N
101112134	DOE	JOHN		1,300.00	Y
326445698	DOE	JANE	X	9,500.00	N

To prevent the rejection of online Quarterly Tax and Wage Reports, DO NOT SUBMIT:

- Wage records without the full nine-digit valid social security numbers.
- Negative wages or adjustments to tax or wage reports electronically. To amend previously filed reports, complete the Report to Add New Wages and/or Correct Reported Wages (DOL-3C) form found under Forms and Publications on the GDOL website at *dol.georgia.gov*.

File Processing

It may take up to three (3) hours for a wage file to process. A status email will be sent to the email address provided when the file is uploaded. If a file is rejected, you will have 24 hours to correct and resubmit the corrected wage file to complete the quarterly filing.